

JAN 13 1955

MEMORANDUM FOR: Colonel White

SUBJECT : National War College and Harvard University
Advanced Management Program, Nominations for
1955-1956

1. You may wish to bring this matter up at this morning's Meeting of Administrative Staff Chiefs, in view of the intention of the CIA Career Council to review nominations for these two programs earlier than last year; i.e., on or about 15 February 1955.

2. The qualifications for each course, and the dates of attendance thereof, are as follows:

NATIONAL WAR COLLEGE - 18 August 1955 - 20 June 1956

Minimum Qualifications:

1. Clearance through Top Secret
2. GS-14 or above, or commensurate position
3. Male, age 35 - 45 inclusive
4. Bachelor's degree minimum, or experience equivalent.
5. Reserve Officer status desirable, not mandatory.

Brief of Course Mission:

To prepare selected officers of the Department of Defense and officers of the State Department and other executive departments, for joint staff and command duties on the highest level, and for the performance of strategic planning duties in their respective departments on behalf of the national security.

Agency quota: 3 individuals yearly.

HARVARD UNIVERSITY ADVANCED MANAGEMENT PROGRAM:
Dates to be announced by OTR in April,
but expected to be roughly September to
December, 1955.

Minimum qualifications:

1. GS-15 through GS-18, with Agency position equivalent to Division Chief or higher, with supervising, organizing and management planning

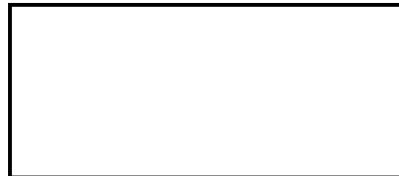
-2-

responsibilities. Harvard does not assign quotas.

2. Applicant should be qualified for more important usefulness to the Agency as a result of this training.

3. You may wish me to draft a memorandum for your signature to all Office Heads and Staff Chiefs in DD/A calling their attention to these programs and the necessity for making nominations in sufficient time to be considered by the Career Council on or about 15 February.

4. In that connection, I might mention that OTR has set 1 February 1955 as the deadline for applications to the National War College, but I do not think that this date is as inflexible as it looks at first blush.



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